



NASA Shared Services Center

NSSC Operational Readiness Review Process Overview

**for the
Center Transition Team Face-to-Face**

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PURPOSE



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An NSSC ORR is a process whose purpose is:

- To examine the actual characteristics and procedures used in the operation of the functional areas of customer satisfaction and communication, business and administration, human resources, financial management, procurement and information technology;
- To ensure that all people, procedures, hardware, software, and documentation accurately reflect the deployed state of the functional areas, and;
- To determine if the functional areas are ready to perform in a production environment.



SCOPE



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- ALL areas of the NSSC will be involved in one or more ORRs
- Consistent with 7120.5C, a Non-Advocate Review (NAR) will be conducted by the GSFC Systems Management Office—SMO briefing to the ORR Board
- NSSC Operational “Go Live” ORR will be conducted in mid-September
- Additional NARs will be performed for specific Activity transitions based on Risk rating



NSSC Operational “Go Live” Readiness



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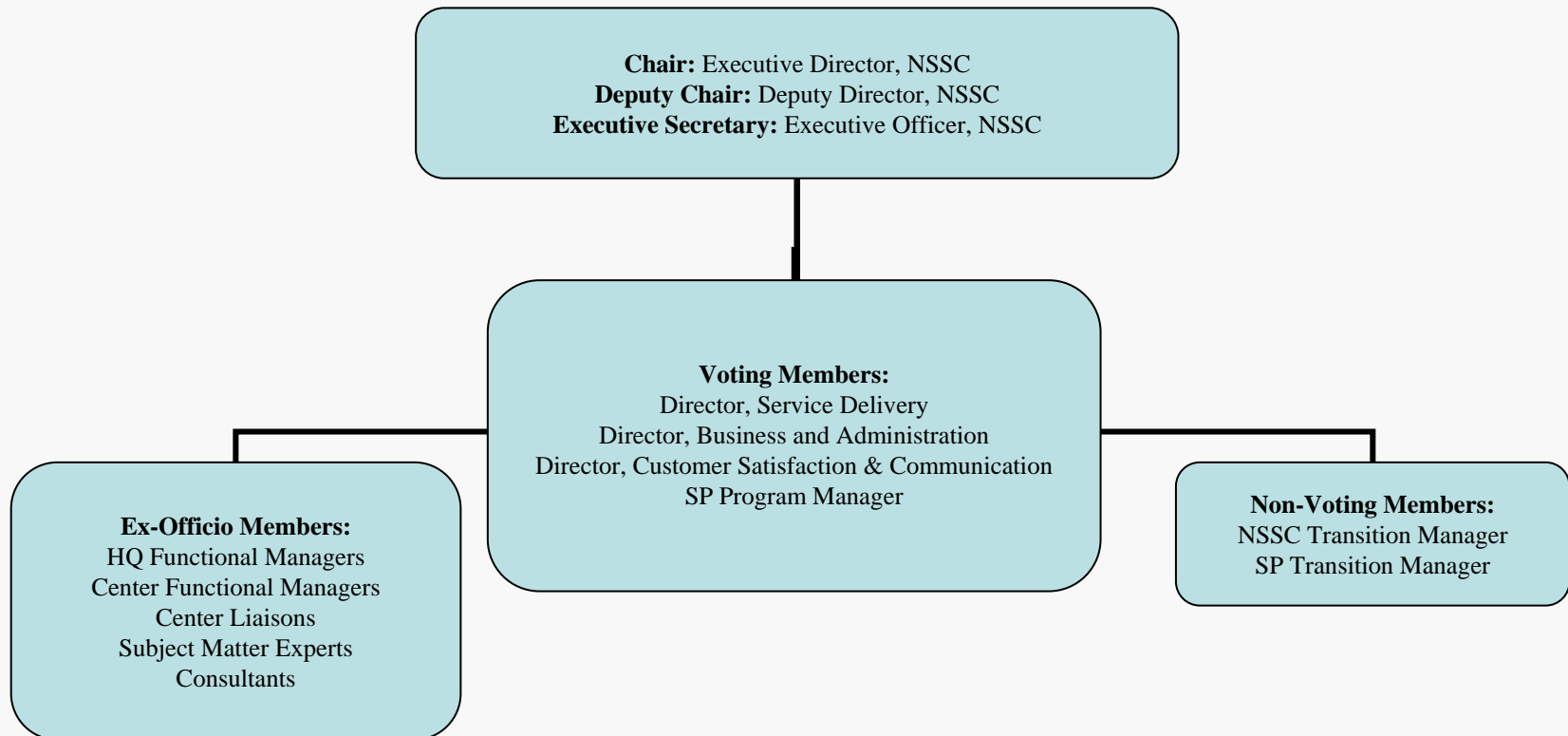
- Interim Facility Readiness including IT Readiness
- Business & Administration (IFM activities) Readiness
- Customer Satisfaction & Communication Readiness
- Service Delivery Readiness
 - PR—Agency Bankcard Program, SRBA Support, E-Procurement, 1102 Training Program, Procurement Intern Program Support, Procurement Customer Surveys, CCI Contracts, and Training Purchases
 - HR—Drug Testing Administration, Special HR Studies, and Organization of Health Fairs
- Center/Headquarters Readiness, as applicable



NSSC ORR BOARD



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DIVISION/OFFICE ORR BOARD



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- Activity Transition Manager (ATM) will be appointed by responsible functional manager
- Functional managers having responsibility for an activity will conduct an internal ORR prior to presenting to the NSSC ORR
- Formal risk assessment and review will be performed for every activity transitioning
- Formal Constraints List will be maintained
- No activity will be transitioned prior to a successful ORR assuring NSSC, Competency Center, and/or transferring organization readiness

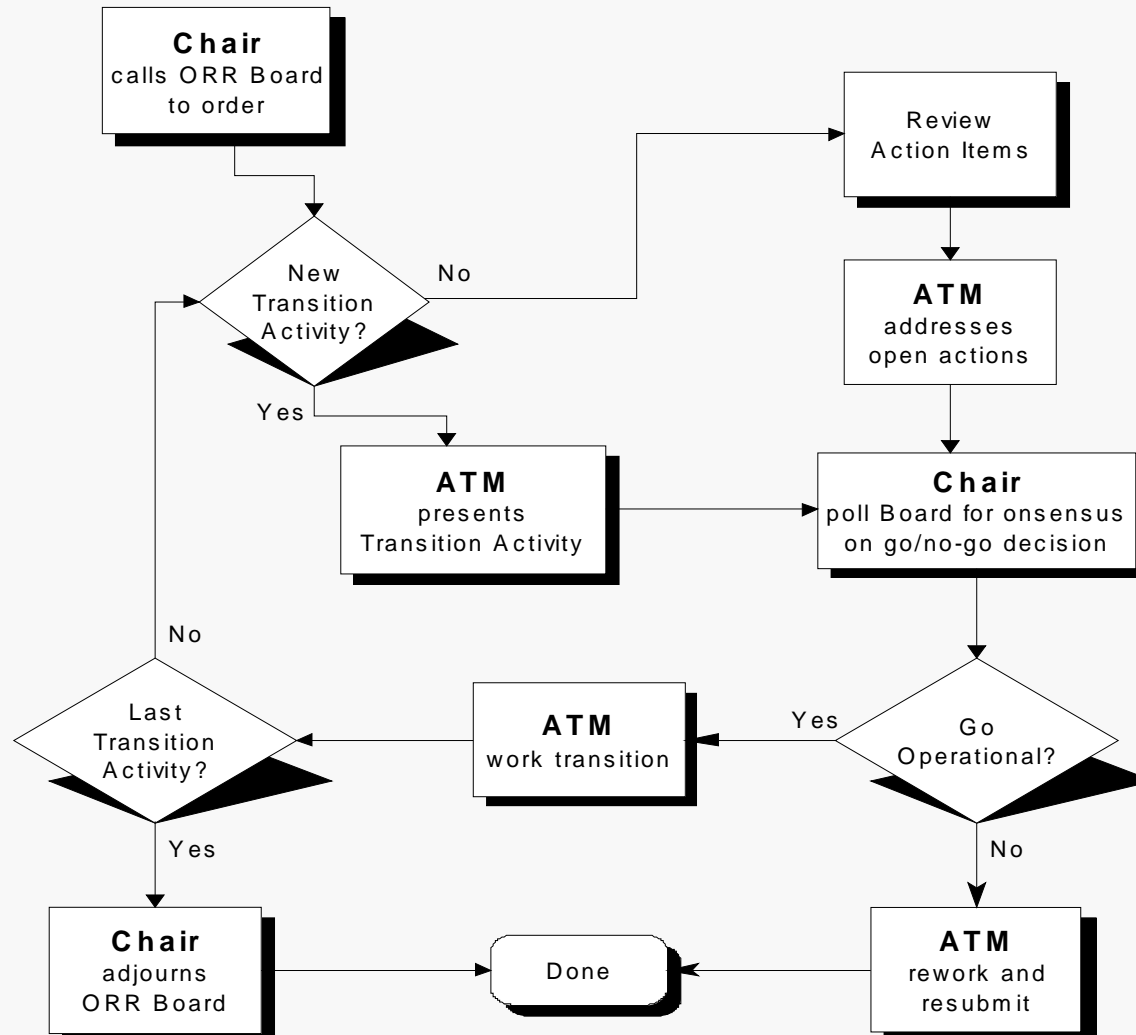


ORR BOARD PROCESS



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NSSC ORR Board Process Flow





NSSC RISK ASSESSMENT TOOL



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<u>Probability of Occurrence</u>	
1	Low
2	Medium
3	High

Probability	3	L	L	M	H
	2	L	L	M	M
	1	L	L	L	L
		1	2	3	4
		Consequence			

Consequence

- 1 Minimal or no impact
- 2 Acceptable impact with no change in approach
- 3 Acceptable impact implementing workarounds
- 4 Major impacts in technical, cost, or schedule



NSSC RISK STOPLIGHT CHART



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Watch List Priority	Risk Item	Actionee(s)	Overall	Schedule	Mitigation Planning	Cost
01	NSSC "Start-up" Budget Source Identification for FY06/FY07	Newton	Yellow	Yellow	Yellow	Yellow
02	SAP Configuration changes for Transitioning Activities	Epperson/ Commodore	Yellow	Yellow	Yellow	Green
03	Failure to establish NSSC in Working Capital Fund and associated budget structure for NSSC	Newton/ Chandler	Yellow	Yellow	Yellow	Green
04	NSSC Operational Training Development & Staff Readiness	Cook	Yellow	Green	Yellow	Green
05	Failure to award Service Provider Contract on/before 6/1/2005	Becker	Green	Green	Green	Green